

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE BASE**

**WRIGHT PATTERSON AFB INSTRUCTION
91-202**



16 DECEMBER 2014

Safety

MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at
<http://www.e-Publishing.af.mil>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 88 ABW/SEG

Certified by: 88 ABW/SE
(William D. Neitzke)

Supersedes: WRIGHTPATTERSONAFBI
91-202, 11 July 2013

Pages: 26

This instruction implements AFRPD 91-2, *Safety Programs*. This instruction applies to all organizations resident to Wright Patterson Air Force Base in accordance with applicable host-tenant support agreements. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9, EO 9397, November 1943. System of records notice F036 AF A, Biographical Data and Automated Personnel Management System, and 29 CFR, Part 1926.21(a)(b) and EO 129196; 10 USC 8013, System of Records Notice F 036 AF PC Q, Personnel Data System (PDS) applies. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document supersedes Wright Patterson Air Force Base Instruction 91-202, *Mishap Prevention Program*, 11 July 2013. It has been substantially revised and should be reviewed in its entirety.

Chapter 1—GENERAL	4
1.1. Safety Investigation Convening Authority.	4
1.2. Mishap Review Panel (MRP).	4
1.3. Privilege Safety Information Training.	4
1.4. Test Safety Reviews and Safety Review Boards (SRB).	4
Chapter 2—GROUND SAFETY	5
2.1. Mishap Notification Procedures.	5
2.2. Military Reporting Procedures.	5
2.3. Civilian Reporting Procedures.	6
2.4. Reporting Addresses:	7
2.5. Ground Safety Program Elements.	7
2.6. Safety Bulletin Boards.	9
2.7. 88 ABW/SEG Annual Safety Inspections.	10
2.8. Safety Training and Education.	10
2.9. Unit Ground Safety Management Book (electronic or hard copy).	11
2.10. Ground Safety Awards.	12
2.11. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) Inspections.	12
Chapter 3—FLIGHT SAFETY	14
3.1. Mishap Notification Procedures.	14
3.2. Flight Safety Representatives.	14
3.3. Flight Safety Meetings.	14
3.4. Bird/Wildlife Strike Reporting Process.	14
3.5. Memorandum Of Agreement/Memorandum Of Understanding (MOA/MOU). ...	15
3.6. Training.	15
3.7. Staff Assistance Visits.	15
3.8. Flight Safety Awards	15
Chapter 4—WEAPONS SAFETY	16
4.1. Overview.	16
4.2. Additional Duty Weapons Safety Managers.	16
4.3. Unit Weapons Safety Management Continuity Book.	17
4.4. Explosives Facility License.	18
4.5. Fire and Chemical Symbol Posting.	18

WRIGHTPATTERSONAFBI91-202 16 DECEMBER 2014	3
4.6. Training And Exercise Plans Involving Explosives.	19
4.7. Annual Weapons Safety Inspections.	20
4.8. Weapons Mishap Notification Procedures.	20
4.9. Weapons Safety Awards.	20
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	22
Attachment 2—SAMPLE LETTER FOR PERSONNEL MISHAP NOTIFICATION	24
Attachment 3—SAMPLE EXPLOSIVE QUANTITY JUSTIFICATION MEMORANDUM	26

Chapter 1

GENERAL

1.1. Safety Investigation Convening Authority.

1.1.1. The management and execution of Flight, Weapons and Ground Safety Programs are assigned to the 88 ABW/SE for the 88 Air Base Wing.

1.1.2. The AFMC/CC has delegated convening authority for safety investigations involving Class B, C, D mishaps and Class E events to center commanders, unless specifically assumed by the AFMC/CC. AFMC has authorized further delegation of convening authority for Class C and D Mishaps, and Class E events to wing/directorate commanders/directors provided they have a wing safety office meeting requirements of the AFI 91-204_AFMCSUP. The convening authority for off-duty Motor Vehicle and Ground and Industrial category Class C and D mishaps and Class E events is delegated to the 88 ABW/CC by the AFLCMC/CC.

1.2. Mishap Review Panel (MRP).

1.2.1. 88 ABW/SE will ensure mishap recommendations for all safety disciplines for which they are OPR are addressed every six months. 88 ABW/SE will provide a mishap spreadsheet with applicable recommendations to the AFLCMC/SE office in April and October each year unless otherwise tasked.

1.3. Privilege Safety Information Training.

1.3.1. Ensure all personnel with access to privileged safety information are trained annually on the proper handling procedures and maintain training documentation. Initial training can be found on the Air Force Portal, Air Force Safety Center, JAG, Protecting Privilege Safety Information video. If you have seen the video previously you may opt to view the abbreviated refresher training slides. Provide 88 ABW/SEF with proof of training upon completion. NOTE: Following the video a training certificate can be printed out, provide a copy to 88 ABW/SEF. NOTE: This is applicable for all 88 ABW Safety personnel to include the 88 MDG and 88 CEG Safety personnel.

1.3.2. 88 ABW/SEF will keep a master list of personnel who have had the training.

1.4. Test Safety Reviews and Safety Review Boards (SRB). IAW AFI 99-103 *Capabilities Based Test and Evaluation*, an independent government safety review is required prior to all test and evaluation activities that involve government resources. Tenant units will conduct these reviews IAW applicable AFIs and owning MAJCOM guidance and will invite 88 ABW/SE to participate in safety reviews for test activities conducted on Wright Patterson AFB. Tenant units shall inform 88 ABW/SE of residual hazards and mitigating actions prior to test execution. 88 ABW/CC shall be kept apprised of tenant unit activities and accept/deny risks to 88 ABW assets, personnel and mission as impacted by unit testing.

Chapter 2

GROUND SAFETY

2.1. Mishap Notification Procedures.

2.1.1. Purpose. Reporting and collecting of data is essential for the prompt identification of safety issues and trends, allowing correction and preventive measures against future mishaps. Completion of the AF Form 978, *Supervisor Mishap Report*, ensures the appropriate personnel are aware of the injury, accident, illness or occurrence of property damage and that the proper documentation has been submitted by the employee and supervisor.

2.1.1.1. The AF Form 978 is equivalent to the OSHA 301/AFMC Supplemental Information to OSHA 301. (The AF Form 978 is available at <http://www.e-publishing.af.mil/>). The AF Form 978 is used to report occupational injury and illness and/or USAF property damage.

2.1.2. Reporting Procedures. During normal duty hours, the supervisor's initial occupational injury telephone report should be made to the 88 ABW/SE (via commercial 937-904-3391 or 937-904-0888/DSN 674-3391 or 674-0888) as soon as possible. During non-duty hours, notification should be made at the start of the next duty day. **EXCEPTION:** Notification of major injury or government property damage mishaps should be made to the 88 ABW Command Post (via commercial 937-257-6314/DSN 787-6314) as soon as possible.

2.1.3. In the event of a "near-miss", where personnel are not injured and equipment is not damaged, personnel may use the WPAFB Form 1418, *WPAFB Near Miss Safety Notification*, to report such occurrences/incidents. The purpose of this form is to help identify potential safety concerns. Submit the completed form via e-mail to the 88 ABW/SE Workflow mailbox (88ABW.se.workflow@us.af.mil).

2.2. Military Reporting Procedures.

2.2.1. Medical Center:

2.2.1.1. 88 MDG staff will initiate an AF Form 978 for all on and off-duty personnel seeking medical treatment for an injury at the WPAFB Medical Center.

2.2.1.2. 88 MDG staff will retain a duplicate at the medical facility for pick-up by 88 ABW/SEG personnel.

2.2.1.3. 88 MDG staff will provide the original form to the military member treated, who will in turn deliver it to their supervisor as soon as possible.

2.2.1.4. The military member's supervisor will complete the required portions of the original AF Form 978 and immediately forward it to the Unit Safety Representative (USR) who will submit it to 88 ABW/SEG according to **paragraph 2.4**.

2.2.2. Occupational Medical Clinic:

2.2.2.1. 88 MDG medical staff will initiate the AF Form 978 for all personnel seeking medical treatment for an injury and/or illnesses at 88 MDG Occupational Health Facilities.

2.2.2.2. Medical staff will:

2.2.2.2.1. Retain one copy for pick-up by appointed 88 ABW/SEG personnel.

2.2.2.3. Medical staff will provide the original form to the military member treated, who will in turn deliver it to their supervisor as soon as possible. The member's supervisor will complete the required portions of the original Form and immediately forward it to the USR who will submit it to 88 ABW/SEG according to **paragraph 2.4**.

2.2.3. Exception:

2.2.3.1. If military members are treated off base, the member's supervisor will initiate the AF Form 978.

2.2.3.2. Supervisors will fill out the form with all available information and immediately forward it to the USR who will submit it to 88 ABW/SEG according to **paragraph 2.4**.

2.2.3.3. If the member is available, they will complete Page 1 and the supervisor will complete Page 2 prior to forwarding to 88 ABW/SE.

2.2.3.4. If the form is completed electronically, forward via email to Safety.300@us.af.mil.

2.3. Civilian Reporting Procedures.

2.3.1. Base Hospital:

2.3.1.1. Medical staff will initiate an AF Form 978 for all on-duty Civilian injuries and/or illnesses seeking medical treatment at the Base Hospital.

2.3.1.2. Medical staff will:

2.3.1.2.1. Ensure copies of the AF Form 978 are initiated by medical staff and are ready for pick up by 88 ABW/SEG Personnel within 24 hours.

2.3.1.3. Provide the original AF Form 978 to the civilian member treated, who will in turn deliver it to their supervisor on their next duty day. If not reporting for duty, the member should mail to their supervisor as soon as possible.

2.3.1.4. The civilian member's supervisor will complete the required portions of the original AF Form 978 and immediately forward it to the USR who will submit it to the 88 ABW/SEG according to **paragraph 2.4**.

2.3.2. Occupational Medical Clinic:

2.3.2.1. Medical staff will initiate the AF Form 978 for all on-duty Civilian injuries and/or illnesses seeking medical treatment at the Occupational Health Facilities.

2.3.2.2. Medical staff will:

2.3.2.2.1. Retain one copy for pick-up by appointed safety office personnel.

2.3.2.3. Medical staff will provide the original form to the civilian member treated, who will in turn deliver it to their supervisor as soon as possible.

2.3.2.4. The civilian member's supervisor will complete the required portions of the original AF Form 978 and immediately forward it to the USR and who will submit it to the 88 ABW/SE according to **paragraph 2.4**.

2.3.3. Exception:

2.3.3.1. The supervisor will initiate the AF Form 978 if Civilians are injured on-duty but not treated on base.

2.3.3.2. Civilians on Temporary Duty Status are considered on-duty 24/7 for reporting purposes.

2.3.3.3. Supervisors will fill out the AF Form 978 with all available information.

2.3.3.4. If the civilian is available, they will complete Page one, the supervisor will complete Page 2 and immediately forward it to the USR and submit to 88 ABW/SEG according to **paragraph 2.4.**

2.4. Reporting Addresses:

2.4.1. To provide forms to 88 ABW/SEG:

2.4.1.1. Email at Safety.300@us.af.mil.

2.4.1.2. Fax dial DSN 674-3389 or (937) 904-3389 (Please confirm receipt of all faxes).

2.4.1.3. Mail to 88 ABW/SEG, 5440 Skeel Ave, Bldg 110 Room 303, Wright-Patterson AFB OH 45433.

2.5. Ground Safety Program Elements.

2.5.1. Commander/Functional Manager Responsibilities:

2.5.1.1. All organizations at Wright Patterson Air Force Base will appoint both a primary and alternate USR in writing with a copy furnished to 88 ABW/SEG. Subordinate level safety monitors may be utilized. Their scope of responsibility should be determined by the affected organization. Appoint in writing, at least one MSR, when riders are assigned to the unit, to coordinate the motorcycle safety program. Ensure motorcycle riders in their units are identified to the MSR and required information is provided to populate the MUSTT/Training module database IAW AFI 91-207.

2.5.1.2. USRs should be selected based upon their forecasted retainability, positive work performance and attitude towards the position. Allow for a transition period with the existing USR whenever possible. Appointments must be documented and forwarded to 88 ABW/SEG Office via the 88 ABW/SE workflow mailbox (88ABW.se.workflow@us.af.mil).

2.5.1.3. Ensure USRs and MSRs receive training from 88 ABW/SEG within thirty days of their appointment.

2.5.1.4. Ensure organizational policies are in place for making risk decisions at the appropriate level. The appropriate level for risk decisions belongs to the organizational level that can allocate the resources to reduce the risk, implement controls, or eliminate the hazard.

2.5.1.5. Maintain a program that emphasizes the use of seatbelts.

2.5.1.6. Ensure all personnel attend SST upon assignment of supervisory duties.

2.5.1.7. Ensure all personnel complete AF RM Fundamentals CBT course accessed through the Advanced Distance Learning Service (ADLS) in compliance with AFI 90-802, *Risk Management*, requirements.

2.5.1.8. Ensure all safety, health, and fire hazard abatement actions are implemented and follow-up is accomplished until all abatement actions are complete. Keep 88 ABW/SEG updated on all abatement actions.

2.5.1.9. Ensure corrective actions on ground safety mishap investigation reports are completed. NOTE: Commanders must ensure corrective action status of all annual inspection deficiencies is reported to 88 ABW/SEG every 30 days until corrective action closure.

2.5.1.10. In the event of a ground mishap, secure the scene of a mishap until a determination has been made by 88 ABW/SEG regarding investigative requirements. Exceptions may be made when the mishap scene must be disturbed due to safety concerns in the opinion of the ranking individual on scene.

2.5.1.11. Ensure safety training is provided as required by this instruction and Air Force requirements.

2.5.2. Supervisor Responsibilities.

2.5.2.1. Maintain the AF Form 55 or equivalent documenting initial and recurring job safety training for all military and civilian personnel.

2.5.2.2. Attend SST upon assignment of supervisory duties.

2.5.2.3. Ensure all newly-assigned personnel receive a job safety training briefing using a Job Safety Training Outline (JSTO) covering the topics identified in AFI 91-202, *The US Air Force Mishap Prevention Program*, **Attachment 5**, upon initial assignment prior to starting work or when work conditions or tasks change. The JSTO must be tailored to the duty location/work center and must be reviewed annually for accuracy. The annual review of the JSTO must be documented. All new employees will be briefed by their supervisor on all topics that appear in **Attachment 5**. The JSTO must be modified when there is a change in location, equipment, procedures, processes, safety, fire protection, or health requirements. The JSTO briefing must then be reaccomplished and documented.

2.5.2.4. Perform Job Safety Analysis (JSA) for new/modified processes, processes that are not well-defined, written procedures or Technical Orders (TOs), or when recommended by 88 ABW/SEG. Document the JSA on the AFMC Form 228, *Job Safety Analysis*. 88 ABW/SEG will provide in-shop assistance for supervisors accomplishing JSAs upon request. NOTE: Coordinate new and modified process information with Bioenvironmental Engineering, 88 AMDS/SGPB, if the process involves any occupational health hazards to include hazardous material usage.

2.5.2.5. Develop inspection checklists as needed and conduct safety inspections of all work areas monthly using locally generated and MICT safety checklist (“Commander below Installation level and USR” and “Supervisor and AFOSH Requirements”) as applicable. Document the inspections on the AFMC Form 315, *Supervisor Safety Inspection Record*, or equivalent and maintain for one year.

2.5.2.6. Conduct safety meetings at least quarterly. Document the meetings on the AFMC Form 316, *Supervisor Safety Meeting Minutes*, or equivalent and maintain for one year. These meetings may be conducted separately or with other regular group meetings.

2.5.2.7. Enforce safety and health standards which apply to job tasks. Ensure safety and health standards are available to all employees.

2.5.2.8. Act promptly to correct hazards and be aware of the status of any unabated hazards. Communicate hazards and corrective actions status to affected employees.

2.5.3. Unit Safety Representative Responsibilities.

2.5.3.1. Serve as the Commander's point of contact (POC) for safety and health, and assist the Commander and supervisors in the execution of the responsibilities listed above. Duties include, but are not limited to:

2.5.3.1.1. Advise Commander or Director on the status of their unit safety program. As a minimum, the USR conducts and documents a quarterly review with the Commander or Director. Recommended topics include; current mishaps and/or trends, safety inspection results with open findings, work orders with assigned Risk Assessment Code, job safety training requirements, unit motorcycle training, etc.

2.5.3.1.2. Maintain the Unit Ground Safety Management Book (electronic or hard copy) and safety bulletin boards. NOTE: In either format, the tabs must be IAW paragraph 2.9.1.

2.5.3.1.3. Attend USR quarterly meetings hosted by the 88 ABW/SEG.

2.5.3.1.4. Provide general guidance/support with unit Risk Management (RM) efforts.

2.6. Safety Bulletin Boards.

2.6.1. Each unit will establish a safety bulletin board in a central location accessible to unit personnel during all work shifts. Main entryways are recommended. When a unit maintains an official safety bulletin board within a large facility, unit work centers located in the same facility do not require another safety bulletin board. Unit work center personnel are required to know the location of their official safety bulletin board (initial Job Safety Training requirement) within their applicable facility.

2.6.2. Required items for Safety Bulletin Boards are available at: <https://cs4.eis.afmc.af.mil/sites/1610/default.aspx>:

2.6.2.1. AFVA 91-209, *Air Force Occupational Safety and Health Program*.

2.6.2.2. Blank AF Form 457, *USAF Hazard Report*.

2.6.2.3. AF Form 457 Instructions.

2.6.2.4. USR appointment letter, MSR appointment letter (if applicable). **NOTE:** These appointment letters may be consolidated.

2.6.2.5. Letter for Personnel Mishap Notification IAW [Attachment 2](#).

2.6.2.6. 88 ABW/CC Safety Policy Memo. If the safety memo is consolidated into a commander's Community Standards Instruction or pamphlet, ensure employees have access to this information.

2.6.2.7. Visual Aid CA-10, "What a Federal Employee Should Do When Injured at Work."

2.6.2.8. 88 ABW Voluntary Protection Program (VPP) Goals and Objectives.

2.7. 88 ABW/SEG Annual Safety Inspections.

2.7.1. 88 ABW/SEG conducts an annual ground safety inspection of all host and associate units without fulltime safety personnel unless other requirements are negotiated in a host/tenant agreement. Specific dates are coordinated with the unit prior to the start of the inspection.

2.7.2. Annual Ground Safety Inspections include a program assessment and a compliance inspection of the unit's facilities, equipment, and operations to include geographically separated components of units supported by 88 ABW/SE IAW host-tenant agreements. Commander's ground safety update brief and/or immersion brief will be provided upon assignment. Additionally, this brief may be a component of the annual inspection in-brief or can be provided upon request.

2.7.3. Inspection Reports. 88 ABW/SEG will provide the unit commander with an inspection report. The report will assess program compliance using the following rating guidelines:

2.7.3.1. IN COMPLIANCE: No program deficiencies noted.

2.7.3.2. IN COMPLIANCE WITH COMMENT: Minor program deficiencies noted-major program elements in place.

2.7.3.3. NOT IN COMPLIANCE: Major program deficiencies noted.

2.8. Safety Training and Education.

2.8.1. Commanders/functional managers will ensure all personnel have their training status reviewed as a component of inprocessing. All internal safety training requirements (e.g., motorcycle rider, JSTO and any other safety training dictated by associated duties) will be accomplished upon assignment. Additionally, enrollment for attendance in safety classes to correct noted deficiencies will be accomplished within 30 days of inprocessing. All safety training will be documented on the AF Form 55 or equivalent.

2.8.2. USR Training. Commanders/functional managers will ensure that primary and alternate USRs are scheduled and trained within 30 days of appointment.

2.8.3. Supervisor Safety Training (SST). Supervisors are key to success of the AFOSH program because they are responsible for maintaining safe and healthy environments in their areas.

2.8.3.1. Personnel required to attend are:

2.8.3.1.1. Civilians, commissioned officers, noncommissioned officers, and senior airmen when first assigned to a supervisory position.

2.8.3.1.2. Any supervisor needing refresher training or who demonstrates a lack of safety knowledge.

2.8.3.1.3. Documentation of SST course completion must be maintained.

2.8.3.1.4. Enrollment for SST is made available through the WPAFB Education & Training Flight at <https://myetms.wpafb.af.mil/myetmsasp/main.asp>.

2.8.4. Employee Safety Training: Supervisors must provide specialized safety, fire protection, and health on-the-job training to all Air Force personnel and document training on the AF Form 55 or equivalent.

2.8.4.1. Supervisors will develop a Job Safety Training Outline (JSTO), conduct a briefing to all employees based on the JSTO as a component of in-processing or any time changes are made. This briefing must be documented.

2.8.4.2. Specialized training requirements should be listed on the AF Form 55 or equivalent. Contact 88 ABW/SEG or 88 AMDS/SGPB for assistance in identifying specialized requirements for atmospheric testing procedures, PPE selection, etc.

2.8.5. RM Training. Ensure all personnel receive RM training IAW AFI 90-802, *Risk Management*. RM education and training will consist of the AF RM Fundamentals CBT course accessed through the Advanced Distance Learning Service (ADLS). Training will be documented on the AF Form 55 or equivalent.

2.9. Unit Ground Safety Management Book (electronic or hard copy).

2.9.1. The USR will maintain a ground safety continuity book in the following tab order:

2.9.1.1. TAB A: Maintain copies of all applicable unit safety-related appointment letters and certificates of training. Examples include appointment letters and certificates of training for primary and alternate USRs and MSRs.

2.9.1.2. TAB B: Copy of Unit Mishap Notification and Reporting Procedures signed by the current Commander or Director.

2.9.1.3. TAB C: Unit Commander or Director Review. At a minimum, the USR will conduct and document a quarterly review of the unit safety program with the Commander or Director regarding current mishaps and/or trends, safety inspection results with open findings or work orders, job safety training, motorcycle training and other safety related topics as deemed appropriate.

2.9.1.4. TAB D: Copy of the last 88 ABW/SEG Annual Inspection Report.

2.9.1.5. TAB E: Copies of completed AFMC Form 315, *Supervisor Safety Inspection Records* or equivalent. This is a supervisor requirement (although the USR can accept this responsibility for small administrative organizations). The Form 315 can be filed within Unit Ground Safety Management Book (electronic or hard copy). Supervisors are required to inspect all work areas utilizing applicable checklists each month. Maintain documentation for one year.

2.9.1.6. TAB F: Copies of completed AFMC Form 316, *Supervisor Safety Meeting Minutes* or equivalent. This is a supervisor requirement (although the USR can accept this responsibility for small administrative organizations). The Form 316 can be filed within the Unit Ground Safety Management Book (electronic or hard copy). Supervisors must conduct and document, at least quarterly safety meetings. Maintain documentation for one year.

2.9.1.7. TAB G: Copies of unit injury reports (AF Form 978) within the last year.

2.9.1.8. TAB H: If applicable, maintain a current copy of open/uncorrected hazards assigned a Risk Assessment Code (RAC) 1-3 with the current work order status.

2.9.1.9. TAB I: Unit Facility Listing.

2.10. Ground Safety Awards. NOTE: Criteria for the command level “Wingman Safety Award” can be found in the AFMC supplement to AFI 36-2833, *Safety Awards*.

2.10.1. The Unit Safety Representative of the Quarter Award. The USR of the Quarter Award provides recognition to USRs for their stewardship of their organization’s ground safety program.

2.10.1.1. Eligibility. Any USR (primary or alternate) on Wright-Patterson AFB, including tenant units.

2.10.1.2. Nomination Procedures. Anyone may nominate an additional duty, primary, or alternate USR (not having a full-time safety staff) on Wright-Patterson AFB. Nominations should reach 88 ABW/SEG no later than the last day of March, June, September, or December. Use the AF Form 1206, *Nomination for Award*, containing award title, nominee’s name, office symbol, supervisor’s name/phone, and justification for the nomination.

2.10.1.3. Selection Procedures. The 88 ABW Ground Safety Manager will review the nominations and make recommendations to the 88 ABW Director of Safety. The final selection will be made by the 88 ABW Director of Safety, who will inform the 88 ABW/CC. Awards should be presented at a Commander’s Call, Environmental, Safety and Occupational Health Council (ESOHC) or equivalent.

2.10.2. Individual Safety Incentives.

2.10.2.1. The Individual Safety Incentives Program recognizes outstanding participation in and/or contributions to USAF and 88 ABW Ground Safety programs.

2.10.2.2. All personnel assigned to Wright-Patterson AFB are eligible.

2.10.2.3. Individuals observed displaying extraordinary measures of safety awareness, taking an extra measure of safety, or participating in a special safety program may be nominated by their organization. The written nomination should include the nominee’s name, office symbol, supervisor’s name/phone, and justification for the nomination.

2.10.2.4. A letter of appreciation from the Director of Safety will be forwarded to the appropriate Commander/Director.

2.11. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) Inspections.

2.11.1. It is the policy of the Air Force and AFMC that OSHA inspectors are valued members of the safety and health team. They will be granted access to operations and personnel on WPAFB consistent with security requirements.

2.11.2. 88 ABW/SEG is the POC for all OSHA activities on WPAFB. All organizations must inform 88 ABW/SEG of the arrival of an OSHA inspector or the planned visit of an OSHA inspector. Notification during duty hours shall be to 937-904-0888 (DSN: 674-0888). After hours notification shall be through the AFMC Command Center at 937-257-6314/7900 (DSN: 787-6314/7900).

2.11.3. Any correspondence from OSHA will be forwarded to 88 ABW/SEG for proper coordination and response as necessary.

Chapter 3

FLIGHT SAFETY

3.1. Mishap Notification Procedures. Notification of flight or flight-related mishaps during duty hours shall be to 937-904-0888 (DSN: 674-0888). After hours notification shall be through the AFMC Command Center at 937-257-6314/7900 (DSN: 787-6314/7900).

3.1.1. Other offices/individuals receiving notification shall call the above number and send an e-mail to the 88 ABW/SE Workflow mailbox: (88ABW.se.workflow@us.af.mil)

3.1.2. Information to be provided to 88 ABW/SE includes:

3.1.2.1. Date and time of mishap

3.1.2.2. Location

3.1.2.3. Accountable organization

3.1.2.4. Contract status (if applicable)

3.1.2.5. Impound status

3.1.2.6. Damage estimate

3.1.2.7. Narrative of mishap

3.1.2.8. Contact information

3.1.3. Property Damage Reporting. Property damage severity is generally expressed in terms of cost and is calculated as the sum of the costs associated with DoD property and non-DoD property that is damaged in a DoD accident.

3.2. Flight Safety Representatives.

3.2.1. Flight Safety Officers (FSO).

3.2.1.1. Tennant Units with flying operations will appoint a Flight Safety Officer.

3.2.1.2. The FSO will conduct flight safety meetings as required and forward a copy of meeting minutes at least quarterly. Minutes should include, as a minimum, the meeting agenda, topics of discussion, and level of attendance.

3.2.1.3. 88 ABW/SEF will assist FSOs as requested.

3.3. Flight Safety Meetings.

3.3.1. 88 ABW/SEF will act in an advisory capacity.

3.3.1.1. Associate Units will conduct monthly flight safety meetings. Minutes will be forwarded to 88 ABW/SEF. Meeting will be conducted IAW applicable MAJCOM instructions and adequate attendance records will be maintained to ensure required safety training is completed.

3.4. Bird/Wildlife Strike Reporting Process. The complete Bird/Wildlife Air Strike Hazard (BASH) Program for Wright Patterson AFB is defined in WPAFB BASH PLAN.

3.4.1. Individuals who first discover evidence of a bird strike will:

3.4.1.1. Collect a small amount of remains (feathers, beaks, or talons/claws, etc.) for species identification and forward to 88 ABW/SEF.

3.4.1.2. Complete AF Form 853, *Air Force Wildlife Strike Report* in AFSAS or via IMT and forward to 88 ABW/SEF.

3.5. Memorandum Of Agreement/Memorandum Of Understanding (MOA/MOU).

3.5.1. MOA/MOUs for mishap investigation will be coordinated with 88 ABW/SEF for continuity and thoroughness. As a minimum the following will be included: Purpose, Background, Scope, Responsibilities, Mishap Reporting, and Points of Contact.

3.5.2. Copies of signed MOA/MOUs for mishap investigation will be forwarded to 88 ABW/SEF.

3.6. Training.

3.6.1. 88 ABW/SEF is responsible for coordinating Wing training slots with AFLCMC/SEF for the following courses: Board President (BP), Aircraft Mishap Investigation Course (AMIC), Jet Engine Mishap Investigation Course (JEMIC), Flight Safety Officer Course (FSO), Flight Safety Non-Commissioned Officer (FSNCO), and Chief of Safety (COS).

3.6.2. To request training, send e-mail to the 88 ABW/SE Workflow mailbox (88ABW.se.workflow@us.af.mil) with name, rank and course desired.

3.7. Staff Assistance Visits. 88 ABW/SEF will conduct staff assistance visits on an as required/as requested basis. The sole intent of a staff assistance visit is to work with unit Flight Safety Representatives to enhance and improve flying safety programs.

3.8. Flight Safety Awards

3.8.1. Associate units with flying operations will submit flight safety awards through their chain of command.

Chapter 4

WEAPONS SAFETY

4.1. Overview.

4.1.1. **Scope and Purpose.** This publication, together with AFI 91-202 and AFI 91-401, *Directed Energy Weapons Safety*, 91-208 *Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management*, AFMAN 91-201, AFMC supplements, and other applicable directives, constitute the 88 ABW Weapons Safety Program.

4.2. Additional Duty Weapons Safety Managers.

4.2.1. Commanders and directors of organizations with a weapons mission involving employment, handling, destroying, transporting, maintaining, storing, installing, or removing missiles, explosives, chemical or nuclear weapons will appoint a primary and alternate additional duty weapons safety manager (ADWSM) in writing.

4.2.2. Once appointed, ADWSMs must request and receive training from 88 ABW/SEW within 30 days of appointment.

4.2.3. The ADWSMs will implement their organization's weapons safety program. They are responsible for the following:

4.2.3.1. Maintain a Weapons Safety Management Continuity Book or Electronic Equivalent.

4.2.3.2. Develop unit lesson plans and coordinate approval with 88 ABW/SEW.

4.2.3.3. Conduct unit-level, 15-month weapons/explosives safety training for unit personnel.

4.2.3.3.1. Track unit personnel weapons/explosives safety training currency.

4.2.3.3.2. Advise supervisors, functional managers, and commander to remove unit personnel overdue weapons/explosives safety training from explosive/weapons related duties until training requirements are satisfied.

4.2.3.4. Develop, update, coordinate with installation weapons safety, and seek squadron-level Commander approval of locally written instructions required to support unit explosives operations.

4.2.3.5. Review and coordinate explosives facility license requests with the 88 ABW/SEW, fire department, resource protection and the munitions accountable supply officer (MASO).

4.2.3.6. Perform unit spot inspections at an interval commensurate with the size and scope of explosive operations, but not less than monthly, using applicable checklists in the Weapons Safety Inspection Guide provided by the installation weapons safety office. Document spot inspections on Weapons Safety Inspection Report forms provided by the installation weapons safety office. As a minimum, each spot inspection must include: inspector's name, person(s) contacted, section/flight, date/time, whether performed after normal duty hours (Y/N), checklist number used, finding/discrepancy, cause, reference, recommendation, corrective actions performed/planned with dates, and status

(Open/Closed). In the course of a year, inspections must occur in all areas of the program. File all completed spot inspection report forms, including those received from 88 ABW/SEWs, in Tab 2 of the unit Weapons Safety Management Continuity Book until superseded by a subsequent annual assessment/report. Track all discrepancies to closure.

4.2.3.7. Advise the squadron-level Commander/Director, functional managers and supervisors on matters affecting safety, health, and program management issues. These briefings must be performed and documented at least quarterly. A summary of briefing content must be included in quarterly documentation. Include all matters that affect the weapons safety program including results of inspections performed and trends identified by the 88 ABW/SEWs.

4.2.3.8. Work with 88 ABW/SEW on all issues affecting weapons/explosives safety.

4.2.3.9. Coordinate all test plans with the installation safety office; include 88 ABW/SEWs in all test review processes involving explosives/munitions.

4.2.4. Report hazards beyond the unit's ability to correct using an AF Form 457, *USAF Hazard Report*.

4.2.5. Immediately report mishaps to the 88 ABW/SE office and the unit chain of command. Preserve the mishap scene until investigators arrive. Use of the AF Form 978 is encouraged.

4.2.6. ADWSMs should be knowledgeable of their unit's explosives operations and be trained/qualified to handle explosives in most cases.

4.2.7. ADWSMs should be appointed for at least two years to maintain continuity in the unit program.

4.3. Unit Weapons Safety Management Continuity Book.

4.3.1. Each unit primary ADWSM must maintain this book or Electronic equivalent. The following items will be maintained in the Weapons Safety Management Continuity Book or Electronic equivalent in the following tab order:

4.3.1.1. Tab 1 Appointment/Training Letters Documentation.

4.3.1.2. Tab 2 Spot Inspection Requirements Log.

4.3.1.3. Tab 3 Explosives Facility License.

4.3.1.4. Tab 4 Operating Instructions.

4.3.1.5. Tab 5 Lesson Plans and Tests.

4.3.1.6. Tab 6 Hazards of Electromagnetic Radiation to Ordnance (HERO) Analysis.

4.3.1.7. Tab 7 Annual Inspection Reports.

4.3.1.8. Tab 8 Safety Awards Information.

4.3.1.9. Tab 9 Weapons Safety Cross-Feed.

4.3.1.10. Tab 10 Safety Regulations.

4.3.1.11. Tab 11 Checklists and Inspection Guides.

4.3.1.12. Tab 12 Miscellaneous.

4.4. Explosives Facility License.

4.4.1. Units requesting issuance of an explosives facility license are required to pre-coordinate a draft AF Form 2047, *Explosives Facility License* and a quantity justification memorandum ([Attachment 3](#)) with 88 ABW/SEW prior to seeking final coordination/approval. 88 ABW/SEW will review these draft documents and provide feedback/corrections to the requesting unit ADWSM. The unit squadron-level commander must sign both documents. The requesting unit ADWSM must coordinate these documents through the Munitions Accountable System Officer, the local Security Forces Resource Protection office and the Base Fire Protection agency prior to being signed/approved by the 88 ABW/SEW.

4.4.2. The AF Form 2047 must be approved by 88 ABW/SEW prior to placing explosives in any location.

4.4.3. Any proposed changes in a licensed facility, i.e., quantity, hazard classification, or location must be coordinated with 88 ABW/SEW as a new license request. A new facility license will be issued as required.

4.4.4. Coordinate storage of specified quantities and types of explosives that do not require a license with the 88 ABW/SEW. Post fire/chemical symbols as required in [paragraph 4.5](#), of this publication.

4.4.5. Initiate license revocation/cancellation with the 88 ABW/SEW when explosives storage is no longer required.

4.5. Fire and Chemical Symbol Posting.

4.5.1. Facilities supported by an explosives site plan.

4.5.1.1. Post applicable 24-inch fire symbol and/or chemical symbols to the exterior of facilities to communicate the most hazardous material present at sited nonnuclear explosives locations. Ensure symbols are visible from all approach roads.

4.5.1.2. Post 12-inch individual fire/chemical hazard symbols on each door of a multi-cube storage magazine when the multi-cube is sited as a multi-cube versus a single magazine.

4.5.1.3. Identify aircraft loaded with nonnuclear weapons/explosives with 24-inch fire/chemical symbols posted at each aircraft or hot cargo pad. Notify the Emergency Communication Center (ECC) when each aircraft is loaded or unloaded. Give the aircraft tail number, parking location, and the type of explosives involved. During mass loading of three or more aircraft, when a fire truck is present, notify the ECC as soon as the last loading is complete.

4.5.1.3.1. Aircraft loaded with the following are exempt from fire symbol posting requirements:

4.5.1.3.1.1. Hazard Division (HD) 1.2.2 internal gun ammunition, 30 mm or less.

4.5.1.3.1.2. HD 1.3 installed aircraft defensive flares. Externally loaded munitions such as LUU-1/2 flares and 2.75" training rockets.

4.5.1.3.1.3. HD 1.4 munitions (i.e., chaff squibs, captive-carry training missiles,

BDU-33s).

4.5.1.3.1.4. Installed explosives necessary for safe flight operations. See non-explosives loaded aircraft definition in T.O. 11A-1-33 for further information.

4.5.2. Facilities supported by an explosives facility license.

4.5.2.1. Posting of 24-inch fire symbol and/or chemical symbol(s) on the exterior of licensed facilities is optional, provided the Installation Fire Chief approves in writing.

4.5.2.2. Post 12 inch fire/chemical symbols on exterior and interior entrances to small rooms in buildings that are licensed to store explosives. Also post 12-inch fire/chemical symbols on the exterior of lockers or containers containing explosives with the proper fire/chemical symbol(s).

4.5.2.3. Post 12-inch fire/chemical symbol(s) on exterior and interior entrances to small rooms in buildings that contain explosives when exempted by AFMAN 91-201, *Explosives Safety Standards*. Post 12-inch fire/chemical symbol(s) on the exterior of lockers or containers containing explosives to ensure fire fighters are aware of the hazard.

4.5.2.4. Fire/chemical symbol(s) posted will be changed or removed to reflect current hazard. The person in charge of the operation is responsible for posting or changing the symbols. The FACC must be notified each time fire or hazard symbols are changed. The WPAFB FACC telephone number is 937257-3033.

4.6. Training And Exercise Plans Involving Explosives.

4.6.1. The Exercise Team Chief. Prepares a risk assessment and comprehensive list of explosives detailing the national stock number (NSN), hazard class and division (HC/D), quantity, and net explosives weights authorized for use in the exercise and a detailed list of locations where munitions will be deployed. The exercise details will be communicated in the form of an operating instruction (OI) approved by the squadron-level commander or higher.

4.6.2. A Risk Management (RM) Assessment. RM Assessment must be prepared by the exercise team chief. The assessment must be used as a guide in developing the locally written OIs and safety briefings to ensure each approved risk mitigation measure is implemented. This analysis and assessment provision is not intended to include that portion of the operations covered by approved Air Force TOs.

4.6.3. Weapons Safety Personnel. Include ADWSM and 88 ABW/SEW in exercise planning and risk assessments as early as possible. 88 ABW/SEW will provide an example of an exercise package for reference as requested.

4.6.4. Stock-Listed Munitions. Only Air Force stock-listed munitions items will be used.

4.6.5. Explosive Items. The use of explosive items will be kept to the minimum required to support a given exercise scenario. In no case will explosives types, national stock numbers, and quantities deviate from those authorized for use in the exercise package.

4.6.6. Exercise Planners. Will ensure personnel tasked to handle and expend explosives are trained and qualified. Commanders will ensure personnel not normally associated with explosives operations and exercises are not exposed to explosives hazards. Explosives will not be taken into public assembly places.

4.6.7. AF Form 2047, *Explosives Facility License*. If required, Explosives Facility License will be requested by the exercise team chief as part of the exercise package.

4.6.8. AF Form 813, *Request for Environmental Impact Analysis*. Must be certified by the installation environmental management office and included as part of the exercise package.

4.6.9. Exercise Package. Will be assembled by the exercise team chief, coordinated with the 88 ABW/SEW, and endorsed by the 88 ABW/SE prior to being approved by the installation commander or delegated responsible commander for each exercise. The complete draft exercise package is required to be coordinated with the 88 ABW/SE no later than 30-days prior to the exercise start date.

4.7. Annual Weapons Safety Inspections.

4.7.1. 88 ABW Weapons Safety Office (88 ABW/SEW). 88 ABW/SEW conducts an annual weapons safety inspection of all host and associate squadron-level units without full-time weapons safety personnel unless other requirements are negotiated in a host/tenant support agreement. A projected monthly schedule for the following fiscal year is published each October. Specific dates are coordinated with the unit prior to the start of the inspection.

4.7.2. Annual Weapons Safety Inspections. Include a program assessment and a compliance inspection of the unit's facilities, equipment, operations, and applicable program elements to include geographically separated components of units supported by 88 ABW Safety IAW host-tenant agreement.

4.7.3. Inspection Reports. 88 ABW/SEW will provide the unit commander with an annual inspection assessment report. The assessment report will be maintained by the ADWSM in Tab 7 of the unit Weapons Safety Management Continuity Book until it is superseded by a subsequent annual assessment report. The report will include an overall assessment of program compliance in terms of "effective" or "not effective."

4.8. Weapons Mishap Notification Procedures. Immediately report all weapons/explosives mishaps to the installation weapons safety office via telephone, DSN 674-0888 or Commercial 937-904-0888. After hours notification shall be through the AFMC Command Center at 937-257-6314/7900 (DSN: 787-6314/7900). These mishaps must also be reported in the same manner as a ground mishap using the procedures found in [Chapter 2](#) of this instruction.

4.9. Weapons Safety Awards.

4.9.1. The following Air Force safety awards are available to organizations and individuals who make significant contributions to the weapons safety mission/program as described in AFI 36-2833, *Safety Awards*:

4.9.1.1. Air Force Chief of Staff Outstanding Achievement Award for Weapons Safety (Annual).

4.9.1.2. Ground/Weapons Safety Well Done Award (Event).

4.9.2. Commanders, functional managers, supervisors, and individuals should publicize the awards and review achievements often to make sure deserving persons and organizations

receive consideration. Weapons Safety Well Done Awards may be submitted to the installation weapons safety office anytime within six months of the achievement. The annual awards packages should be submitted to the 88 ABW/SEW office by the end of September each year. These packages will be forwarded to higher headquarters in October of each year for consideration. See AFI 36-2833 for additional eligibility and submission details.

JOHN M. DEVILLIER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2833, *Safety Awards*, 31 October 2012

AFI 90-802, *Risk Management*, 11 February 2013

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

AFI 91-401, *Directed Energy Weapons Safety*, 5 September 2013

AFI 91-204_AFMCSUP, *Safety Investigations and Reports*, 18 August 2011

AFI 91-208, *Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management*, 16 May 2013

AFI 99-103, *Capabilities-Based Test and Evaluation*, 16 October 2013

AFMAN33-363, *Management of Records*, 1 March 2008

AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011

AFPD 91-2, *Safety Programs*, 24 July 2012

AFVA 91-209, *Air Force Occupational Safety and Health Program*, 18 December 2012

CA-10, *What a Federal Employee Should Do When Injured at Work*, August 1987

OSHA 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*

Prescribed Form

WPAFB 1418, *Wright-Patterson AFB Near Miss Notification*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Forms 457, *USAF Hazard Report*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

AF Form 853, *Air Force Wildlife Strike Report*

AF Form 978, *Supervisor Mishap Report*

AF Form 1206, *Nomination for Award*

AF Form 2047, *Explosives Facility License*

AFMC Form 228, *Job Safety Analysis*

AFMC Form 315, *Supervisor Safety Inspection Record*

AFMC Form 316, *Supervisor Safety Meeting Minutes*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

MAJCOM—Major Command

MOA—Memorandum of Agreement

MSR—Motorcycle Safety Representative

RM—Risk Management

SST—Supervisor Safety Training

USR—Unit Safety Representative

Attachment 2

SAMPLE LETTER FOR PERSONNEL MISHAP NOTIFICATION

Figure A2.1. Sample Letter for Personnel Mishap Notification

MEMORANDUM FOR (ORGANIZATION OFFICE SYMBOL) PERSONNEL

FROM: (ORGANIZATION OFFICE SYMBOL) COMMANDER or DIRECTOR

SUBJECT: Personnel Mishap Notification Procedures

1. Military personnel in active duty status assigned to (ORGANIZATION OFFICE SYMBOL) will immediately report any on or off-duty mishaps in which they are involved to during duty hours to their supervisor as well as the primary or alternate Unit Safety Representative (USR). After normal duty hours, report at the start of the following duty day.
2. Civilian personnel (other than contractors) assigned to (ORGANIZATION OFFICE SYMBOL) will immediately report any on-duty mishaps in which they are involved to their supervisor as well as the primary or alternate USR. After normal duty hours, report at the start of the following duty day.
3. Contract employees assigned to (ORGANIZATION OFFICE SYMBOL) will immediately report any on-duty mishaps in which they are involved to their supervisor and refer to their contract employer mishap reporting procedures. Notify the primary or alternate USR.
4. During normal duty hours:
 1. Civilian personnel should be treated at Occupational Medicine (Bldg 675) or the Base Medical Center emergency room (Bldg 830) if warranted.
 2. Military personnel in active duty status should be treated at the Base Medical Center (Bldg 830).
 3. Contractors should seek treatment at the Base Medical Center emergency room (Bldg 830) if warranted and should otherwise do so in accordance with their company policy.
5. During non-duty hours military personnel should be treated at the Base Medical Center (Bldg 830).
6. All personnel treated by Occupational Medicine or the Base Medical Center will receive an AF Form 978, Supervisor Mishap Report from the medical staff and this must be provided to the supervisor for completion and immediate forwarding to the 88 ABW Safety Office. **NOTE:** If treatment is provided off base, the supervisor is responsible for the initiation and forwarding of the AF Form 978.

7. The following telephone numbers will facilitate contact with applicable base agencies:

- a. Emergency Fire or Medical: 911 (Cell Phone: 257-9111). Inform operator of the location/building number.
- b. 88 ABW Safety Office: 904-3391
- c. Medical Center Emergency Room: 257-2968
- d. Occupational Medicine: 255-4809
- e. Command Post: 257-6314

COMMANDER/DIRECTOR SIGNATURE
BLOCK HERE

Attachment 3

SAMPLE EXPLOSIVE QUANTITY JUSTIFICATION MEMORANDUM

Figure A3.1. Sample Explosive Quantity Justification Memorandum

MEMORANDUM FOR 88ABW/SEW	DATE
FROM: YOUR UNIT COMMANDER/DIRECTOR	
SUBJECT: Justification for Explosives Facility License Quantities	
<p>1. Request an explosives facility license for Building YOUR BUILDING AND ROOM NUMBER. The justification paragraphs below reflect how mission essential quantities are determined for the explosives facility license required by AFMAN 91-201.</p> <p>2. These paragraphs reflect requirements by national stock number (NSN) along with the justification of the quantities required by YOUR DIRECTIVE (e.g., AFCAT 21-209 Volume 2). Mission essential quantities of explosives for daily operations/training are listed.</p> <ul style="list-style-type: none">a. Explosive CTG, 7.62mm, M80/62, 4-1, linked (1305-00-926-3942) total of 15,400 rounds required for base defense. IAW AF CAT 21-201, Vol. 1 Table 3.1., CONUS bases require 800 rounds per firearm; we maintain 19 firearms, requiring 15,200 rounds. 200 additional rounds required to maintain rounds to replace lost or damaged rounds.b. Explosive CTG, 5.56mm, BL/TCR 4-1, linked (1305-01-252-0153) total of 15,400 rounds required for base defense. IAW AF CAT 21-201, Vol. 1 Table 3.1., CONUS bases require 800 rounds per firearm; we maintain 19 firearms, requiring 15,200 rounds. 200 additional rounds required to maintain rounds to replace lost or damaged rounds.c. Explosive CTG 5.56 mm, Ball, M855, clipped (1305-01-155-5459) total of 118, 944 rounds required for base defense. IAW AF CAT 21-201, Vol. 1 Table 3.1., ACC Nuclear units bases require 168 rounds per firearm; we maintain 708 firearms.d. Explosive CTG 5.56 mm, TCR, M856, clipped (1305-01-155-5457) total of 29,736 rounds required for base defense. IAW AF CAT 21-201, Vol. 1 Table 3.1., ACC Nuclear units require 42 rounds per firearm; we maintain 708 firearms. <p>3. Request issue of an explosives facility license reflecting these quantities based on this justification letter for Building YOUR BUILDING AND ROOM NUMBER.</p> <p style="text-align: right;">NAME, Rank/Grade, USAF Commander</p>	